**Role : Deputy General Manager-Administration**

**Department : Administration**

**Qualification: Postgraduate**

**Experience: 15+ years**

**Broad Responsibilities**

1. You will be overall in charge for total Administration, Facility Management at Bangalore campus .

2. You will take frequent rounds in the campus and ensure that security guards posted at various points are properly dressed and are performing the duty as expected.

3. You will ensure that proper record of Security Guards coming on duty is kept and will ensure that no excessive overtime is done by any guards.

4. You will have proper liaison with security agency officials and field officers of the area. Bills for the Security Agency based on attendance and as per the agreement will be checked and verified by you before sending it to Accounts for payment.

5. Under your Supervision, security will be responsible for entry and exit of the visitorscoming to the campus including students, staff and faculties.

6. You will ensure that all students are dressed in formal on all working days except on Saturday and have their Photo Identity badges.

7. You will keep Director of the institute at Bangalore and CFO at Mumbai

informed about all sensitive areas and take advice from them from time to time.

8. You will visit hostel periodically and ensure that students are comfortable and all rules and regulations are followed by the students.

9. You will be responsible for proper parking of vehicles in the parking area and also ensure that only authorised cars/two wheelers are parked inside.

10. You will be required to make all arrangements for all events and keep proper vigil during the events happening in the institute.

11. You will maintain proper liaison with police, fire brigade, and fire fighting equipment servicing agencies, Housekeeping Agencies to ensure smooth functioning.

12. All vouchers for the payments related to Facility Management and general day today expenses will be scrutinised by you before forwarding it to the Accounts Department for payment.

13. All purchases will be made as per the guidelines and based on quotations, duly approved by the management. In case of an emergency any equipment/material purchased will be regularised by obtaining approval from the authority.

14. You will be responsible for the payment of bills for electricity, telephones and Electronic City Offices and other government agencies.

15. You will co ordinate with ADC for proper allotment of classrooms and library and academics related activities such as lectures, examinations and declaration of results. You will also be responsible for full support during sale of forms, admission processes such as GD/PI and MDP sessions related activities.

16. You will have proper liaison with medical practitioner and hospital for any

emergencies arising out of the sickness for students, Staff and Faculties. There shouldbe proper First Aid Box available with security and Admin Office.

17. You will be responsible for transport arrangements including bus transport for thestudents and other vehicle transport for the faculties and staff.

18. You will be in charge for project related activities and repairs, renovation and new construction being carried out at Bangalore campus.

19. Regular follow up for the work being done by the contractor during project work will be supervised by you and report to that respect will be submitted to Facility Management at Mumbai with the copy to Dean/ Sr. Dean at Bangalore.

20. You will make all necessary arrangements for all meetings taking place at the campus along with necessary arrangements for food / refreshments in liaison with the hospitality department

21. You will be assigned any other additional job responsibilities which may arise in future as per the needs of the institute.